



**Independent Audit and Performance Commission
Purchase Card (pCard) Subcommittee
Friday, December 13, 2019, 3:00 PM
Human Relations Conference Room
City Hall, 3rd Floor East, 255 W Alameda St
Tucson, Arizona 85701**

Meeting Minutes

1. Call to Order/Roll Call: 2:04 PM

COMMISSION MEMBERS PRESENT: Dennis Woodrich, Subcommittee Chairperson (Ward 1); Lydia Hunter (Ward 3); Brian Andrews (Ward 4)

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Carlos De La Torre, Environmental and General Services Director; Collin Boyce, Information Technology Director; Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

2. Approval of the November 5, 2019 IAPC pCard Subcommittee Meeting Minutes

It was moved by Commissioner Andrews, duly seconded and carried by a voice vote of 3 to 0, to approve the minutes as accurately memorializing the meeting.

3. Discussion and Review of the City's pCard Program

Subcommittee Chairperson Woodrich led a discussion about the City's pCard program. Mr. Boyce and Mr. De La Torre provided feedback to the commissioners about the use of the pCard program within their respective departments. Mr. Boyce, Mr. De La Torre, Ms. Martin, and Ms. Sanker fielded and answered questions. Topics of discussion included: card use for travel, card deployment/distribution within departments, vPayables, inventory control, paperwork processing and workflow, amount of time required for reconciliation, reactive nature of approvals and tracking of spend, consequences of card misuse, and the inherent risk associated with pCards. No action was taken.

4. Call to the Audience

There was no audience.

5. Future Agenda Items

- Discussion and Review of the City's pCard Program
- Writing of the Subcommittee Report

6. Adjournment: 4:33 PM

NOTE: It is the intent of these meeting minutes to get to the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said.